

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL	ISSUED  12/90	REVISED  6-14	CHAPTER  3	SECTION  3.2
CHAPTER Chapter 3. Applying to the Program		SUBJECT Provider Applications			

For each family child care home provider, the sponsoring organization (SO) must enter the information in the CACFP web-based software on a new provider information sheet (refer to Section 5.3). The SO must also create a new provider in CACFP.net. Submit the following completed forms to MDHSS-BCFNA as specified below

- Provider's license certificate for military providers

The SO must also update the CACFP web-based software when:

- The provider initially begins participation in the CACFP under its sponsorship
- The provider has a change of address
- The provider has a change in tiering status
- The provider has a change in meal times
- The provider's license changes
- The provider has a change in the overlap
- The provider has a change in the number of related children

Updates to the software shall be made before the claim for reimbursement is submitted to MDHSS-BCFNA for approval. Updates that are not entered in a timely manner will lead to errors with the claim and may delay the claim approval process.